



### University of Chicago College Advising Corps Guide to eAdvising

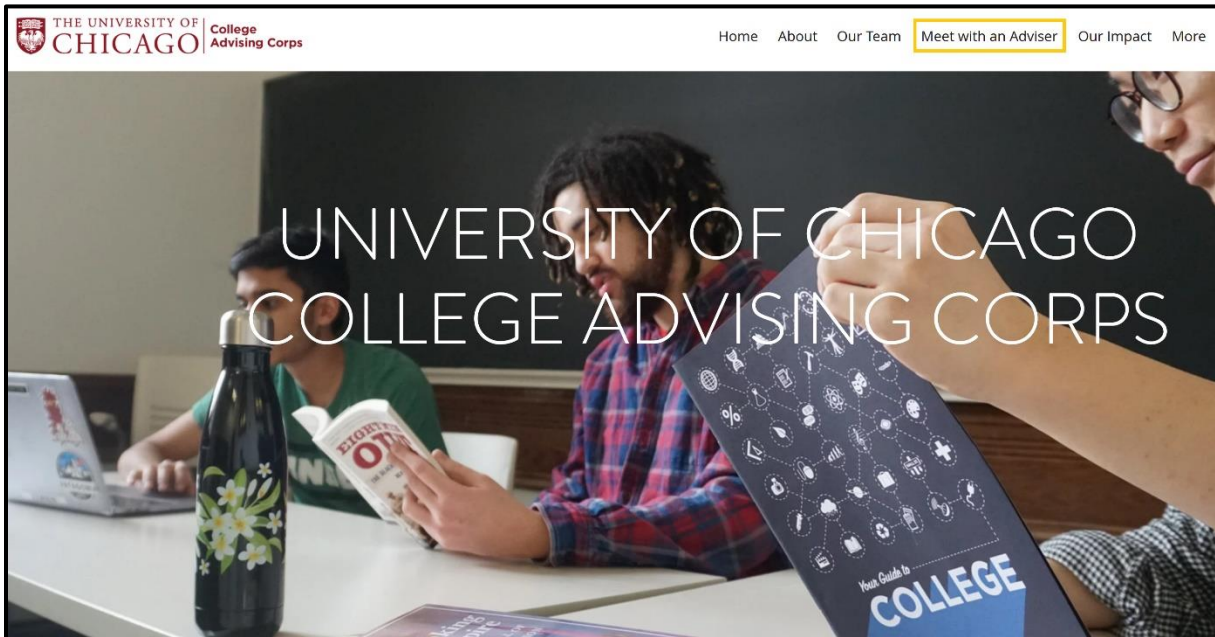
#### Introduction

In order to continue serving our students and communities during the temporary closure of Chicago Public Schools, the University of Chicago College Advising Corps has launched new tools that will allow advisers to connect with students while working remotely. This guide will provide an overview of the process of requesting appointments with our advisers as well as an introduction to the Zoom meeting technology.

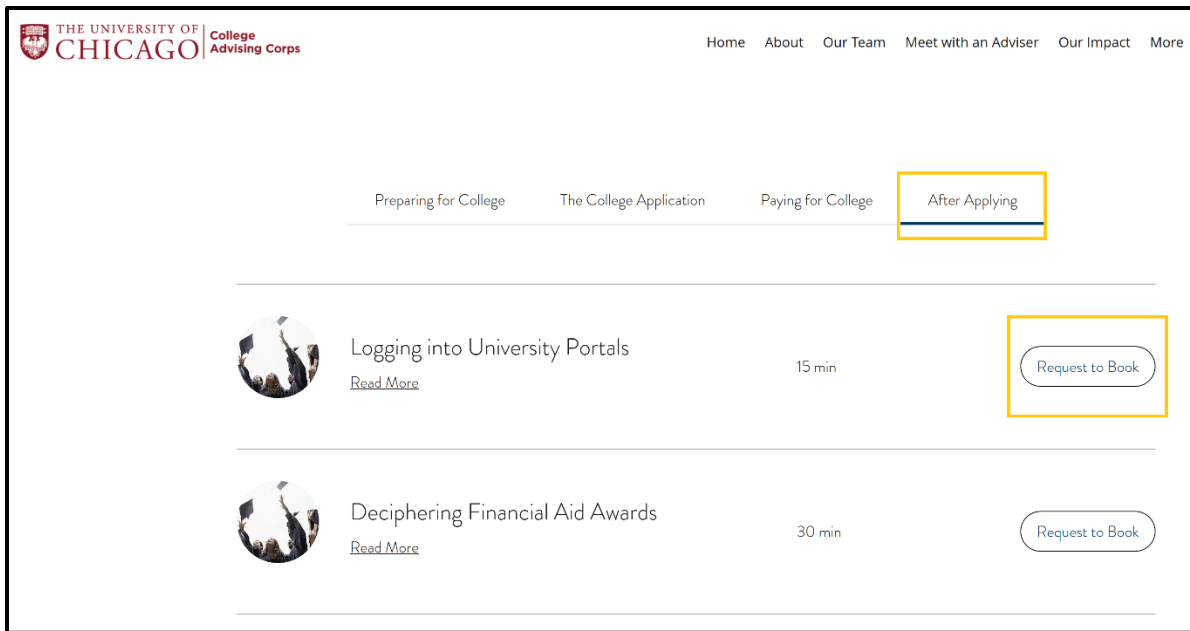
The UChicago College Advising Corps aims to increase the number of low-income, first generation, underrepresented high school students who not only enroll into higher education institutions but also graduate successfully from those institutions. Chicago CAC places recent college graduates in public high schools across Chicago to support students and families as they navigate the college admissions process.

#### How to Request an eAppointment with an Adviser

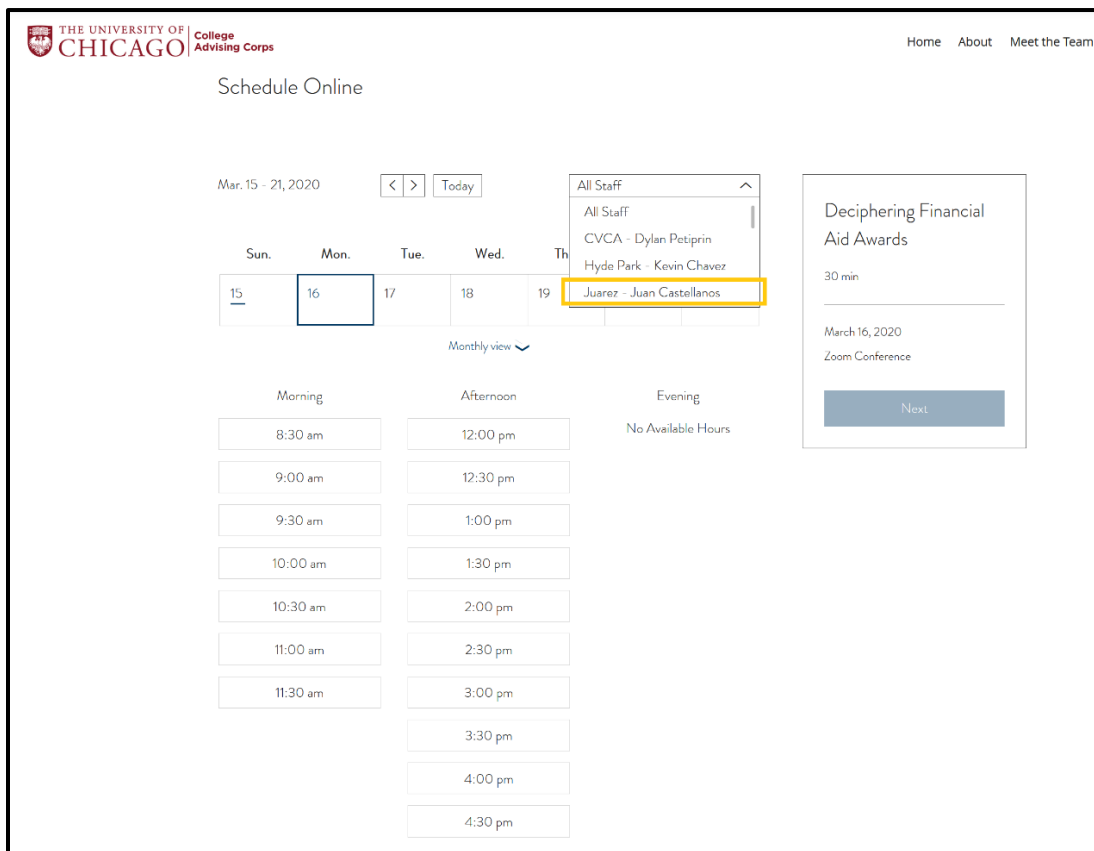
To book an online appointment with a UChicago CAC Adviser, please navigate to our website: [uchicagocac.org](http://uchicagocac.org).



Once on the home page, please select Meet with an Adviser. The Meet with Adviser page will present a menu of options for appointments with advisers. To manage their time and ensure that we are supporting as many students as possible, we are limiting our services to these specific topics and meeting times. However, you are welcome to request as many sessions as you feel are necessary! We are currently offering services in four categories: Preparing for College (for underclassmen), The College Application (for those still applying to college), Paying for College, and After Applying.



As an example, let's imagine that I am a graduating senior at Benito Juarez Community Academy, and I would like some help with logging into my college portals to check the status of my applications. I would select the After Applying menu and then Request to Book "Logging into University Portals."



The next screen will show the available schedule for our Advisers. In order to receive support from the Adviser assigned to your high school, select their name from the Staff menu in the upper right of the calendar. Our example student would use that menu to select "Juarez – Juan Castellanos" and then choose an available time slot to meet with Juan.

THE UNIVERSITY OF CHICAGO College Advising Corps

Home About Our Team

## Add Your Info

Tell us a bit about yourself! Once you've submitted this form, look out for a confirmation email from your adviser. The confirmation email will include information to join the Zoom meeting through a link or by phone.

Full Name \*

Email \*

Phone Number \*

High School \*

Grade Level \*

Any specific questions or requests?

\* Required Info

Logging into University Portals

15 min

March 16, 2020 9:30 am

Juarez - Juan Castellanos

Zoom Meeting

Request To Book

The follow screen allows you to submit your information to the adviser to complete the appointment request. We are asking all our students to include information on their high school and current grade level – this information will help us determine who and how best to help. You also have the ability to submit any specific questions or requests beforehand to help us better understand how we can assist. Once all your information is entered, do not forget to click the Request to Book button to submit!

### Confirming an eAppointment

Once our advisers receive your request, we will confirm your appointment as soon as possible. In the confirmation email, your adviser will include information for how to join the meeting: either a link (if you would prefer a web conference) or a phone number (if you prefer a phone call). We generally recommend a web conference so that we can share information more easily, but please choose whichever method works best for you!

